

SECRET

OL Official  
Form 8-1

17 JAN 1980

MEMORANDUM FOR: Director, [REDACTED] 25X1

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Delegation of Procurement Authority [REDACTED] 25X1

1. Pursuant to the authority contained in [REDACTED] authority is hereby delegated to the Director and to the appointed Contracting Officer, [REDACTED] [REDACTED] for procurement supplies, equipment, and services for [REDACTED] 25X1  
25X1

a. From commercial sources up to \$50,000 per purchase action. Purchase actions logically in excess of this amount will not be divided to permit handling under this delegation.

b. From commercial sources in excess of \$50,000 when justified by the appointed Contracting Officer, [REDACTED] and approved by the Chief or Deputy Chief, Procurement Division, OL. 25X1

c. From General Services Administration, Federal Prisons, Blind Made Products, and Federal Supply Schedule. [REDACTED] 25X1

2. This delegation also includes authority to act as Contracting Officer for repair and return service contracts in behalf of the [REDACTED]. These contracts shall conform to the following prescribed procedures: 25X1

a. Service contracts shall be written for not more than 1-year's duration, utilizing the fiscal year's funds during which the services are to be provided.

[REDACTED] 25X1

[REDACTED] 25X1

OL 0 0193

SECRET

SECRET

SUBJECT: Delegation of Procurement Authority ☐

25X1

b. Service contracts shall be written only for equipment repair, maintenance, and those parts necessary incident to repairing same or mandatory modifications necessary to permit the original operation of the equipment or equipments.

c. Pricing for the work to be performed shall be established in all service contracts.

d. Except as outlined above, no contractor may be authorized to expend funds obligated to service contracts by any individual other than the Contracting Officer. ☐

3. - This delegation does not include authority for:

a. Contracts entailing engineering development or modification to a contractor's equipment.

b. Items that are not standard commercial items (off-the-shelf).

c. Telecommunications processing equipment.

d. ADP equipment and/or services.

e. Open-market purchases in excess of \$50,000.

f. Delivery Orders in excess of the Federal Supply Schedule contract maximum order limitation (MOL).

g. Any contract for supplies or services on other than a firm-fixed-price basis.

h. Any procurement in which the ☐ Contracting Officer determines that a substantive Agency policy or regulatory issue is present.

i. The procurement of research and development.

j. The procurement of real estate, construction, architectural engineering (A&E) services or alteration, repair, maintenance, or rehabilitation of real estate. ☐

25X1

25X1

SECRET

SECRET

SUBJECT: Delegation of Procurement Authority ☐

25X1

4. All procurement under this delegation shall be conducted in accordance with sound business and professional standards consistent with the following in the stated order of precedence:

a. Central Intelligence Agency instructions and regulations.

b. Defense Acquisition Regulations. ☐

25X1

5. Approval of the Chief or Deputy Chief, Procurement Division, OL, shall be obtained prior to effecting procurement of the following supplies or services:

a. Motor vehicles, including all types of passenger cars, trucks, tractors, road-building machinery, and any other gasoline or electrically driven type of vehicle.

b. Items normally carried in organization supply channels and all regulated items, including major items of materials which require close control because of cost sensitivity, or limited application. This restriction is not applicable to items normally available locally from established Government sources. This restriction also is not applicable to items of a house-keeping, administrative, janitorial, or maintenance nature which can be procured more economically from local sources. ☐

25X1

6. Procurement in excess of this delegation will normally be handled by Headquarters. Therefore, any such requirements will be identified at the outset, and ☐ preliminary work, if any, will be performed only to the extent and in a manner consistent with eventual handling by Headquarters. ☐

25X1

25X1

7. Under the general supervision of the Director, the appointed Contracting Officer, ☐, will be responsible for the negotiation, administration, and signature of all documents requiring the signature of a Contracting Officer under this delegation. The Procurement Division, OL, is tasked with the functional management responsibility for this position and shall provide staff advice and guidance to the Contracting Officer. If required, the Procurement Division will supply a qualified contracting officer for any period of absence of the appointed Contracting Officer, ☐

25X1

25X1

SECRET

SECRET

SUBJECT: Delegation of Procurement Authority ☐

25X1

8. Effective 14 January 1980, ☐ is appointed as the Contracting Officer, ☐

25X1

25X1

9. This delegation supersedes all previous delegations of authority for direct procurement by ☐ of supplies, equipment, and services as defined herein. ☐

25X1

/s/ James H. McDonald

James H. McDonald

cc: D/CO  
D/Fin

Concur:

☐

Assistant General Counsel, OL

16 JAN 1980

Date

Distribution:

Orig - Addressee  
✓ 1 - OL Official  
1 - OL/PD  
1 - OL/PMS  
1 - OL/P&PS  
1 - D/L Chrono  
1 - OL/PD Chrono

OL/PD: ☐ (15 Jan 80)

SECRET